(sent on behalf of Colleen Riley, Judi Miller & Norma Cregan)

The 2011-2012 Local Consolidated Plan (LCP) Final Expenditure Report is now open. The **LCP Final Expenditure Report** is available by clicking on the **LCP System** link through the KSDE Authentication system at the following web address: https://online.ksde.org/authentication/login.aspx. The report is due **January 15, 2013**. The 2011-2012 *LCP Final Expenditure Report Reference Guide* is posted on the KSDE web site at the following location: http://www.ksde.org/Default.aspx?tabid=390.

First time users:

- Please go to https://online.ksde.org/authentication/login.aspx and click on the 'Register' button and follow instructions.
- After this information is received at KSDE, an approval request e-mail is sent to the Superintendent.
- When the approval request form is completed and returned to the KSDE, the user information is entered into the system, and a confirmation e-mail is sent to the user.
- Upon confirmation that the user information is registered, the LCP System is accessible.

Existing users that do not have the 'LCP System' listed as an available application:

- Please go to https://online.ksde.org/authentication/login.aspx and logon.
- Then click on the 'Manage My Account' link, which is below the list of available applications and provide the requested information.
- Select the 'LCP System' application and either the 'District Submit' (to update and submit – for principals/superintendents) or 'District Update' (to update, but not submit – for other district personnel), then click 'Submit'.
- After this information is received at KSDE, an approval request e-mail is sent to the Superintendent.
- When the approval request form is completed and returned to the KSDE, the user information is entered into the system, and a confirmation e-mail is sent to the user.
- Upon confirmation that the user information is registered, the LCP System is accessible.

For questions regarding user information or accessing the LCP Final Expenditure Report, please call the KSDE IT Help Desk at 785-296-7935 or send an e-mail to HelpDesk@ksde.org. For any questions regarding entering data into the LCP Final Expenditure Report, email the LCP Help Desk at lcphelp@ksde.org or call Nicole Clark at 785-296-4925.

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KSDE General Counsel,120 SE 10th Ave., Topeka, KS 66612; 785-296-3201